|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|

|  |
| --- |
| **Preparing for the wider opening of schools and colleges*Protecting Members*****Further advice and guidance**Dear Member On Wednesday 20 May,  you received an email from the NASUWT with a link to [**a self-audit checklist for members**](https://protect-eu.mimecast.com/s/M_JfCl5x0T7R2AI9u2Ko?domain=nasuwt.org.uk) to use to ensure that you had the information you needed to be sure that in the planning your employer is undertaking for the wider reopening of your workplace that your needs are being taken into account. Thank you for the extremely positive feedback we have received on the checklist. As those of you who have used the checklist will be aware, it contains a series of actions members are advised to take, including, in a number of cases, asking for the employer to provide you with a  copy of the risk assessment they have undertaken. Below is advice on the next steps to take once you have taken the action in the self-audit checklist:  |

 |

 |

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|

|  |
| --- |
| **What to do if your employer fails to respond to your request.** Members are advised to send the following message to their headteacher/principal and keep a copy. [Date] **Dear** [add name]**I contacted you on [add date] and I am disappointed not to have received a response.  Given the seriousness of this situation, I now have no choice but to refer the matter to my Union for advice and support.** **Yours sincerely**   |

 |

 |

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|

|  |
| --- |
| **What to do when you receive the risk assessment/information you have requested from your employer.** A.    Check that the risk assessment records all the activities that you believe are potentially a risk to you. Make a list of any you think may be missing. B.    Check what controls and safeguards your employer is proposing to seek to remove that risk.   * Do you think these are reasonable?  If any or all of them in your opinion are not, make a note of why they are not reasonable.
* Are there any controls or safeguards which have been missed?  If there are, then make a note of them.
* Are there better ways of providing safeguards or controls?  If there are, then make a note of them.

 If you have noted any points in A or B, then you will need to raise these with your headteacher. A draft template message is below for you to use. Please keep a copy. [date] **Dear** [add name] **Thank you for providing me with the risk assessment which I have now reviewed and considered.** [I am concerned that the following activities which I believe are potentially a risk to me have not been listed- [ADD THE LIST]. [I have considered the safeguards that you are proposing to put into place to seek to remove the risks to me. However, I do not think these are reasonable because [ADD REASONS]. I believe that the following safeguards have been missed [ADD THE SAFEGUARDS MISSED]. I feel that there are better ways of providing the safeguards and suggest [ADD SUGGESTIONS]. **Can you also advise me if the risk assessment you provided has been the subject of consultation with an NASUWT Representative?** **Yours sincerely**   |

 |

 |

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|

|  |
| --- |
| Once you receive a response to the above message, if it is still not satisfactory then please send the following documents to the NASUWT advice line - advice@mail.nasuwt.org.uk * A copy of the message you sent to your headteacher as a result of completing the NASUWT self-audit checklist.
* A copy of the response you received and any accompanying documentation.
* A copy of the above message you sent and the response received.

The NASUWT will need all of the above information to ensure that we can provide the appropriate advice to you and to do all we can protect your health, safety and welfare.**NB** Even if members, and NASUWT representatives who may be consulted, are satisfied with the content of a risk assessment, it is essential that, in order the protect members’ legal rights and entitlements,  neither the individual member nor the NASUWT representative enters into any formal agreement of the risk assessment by, for example,  confirming agreement in writing or signing the risk assessment or any other document  in any way that signifies agreement.  If you have no concerns to raise on a risk assessment,  or the concerns you have raised are addressed by the employer,  simply note receipt of the risk assessment.   Risk  assessments are the employers’ documents and they must take  full responsibility for the risk assessment and its implementation.  |

 |

 |